OP	Title	Extend Facility Access Card and View Applications		
	Prepare By	Harold Yung	Revision	000

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Introduction

This document is the operator guide for applying and managing facility access cards.

Complete Flow for Application

Users available to apply facility access card, view applications, extend the period and report lost or damaged card on system. The complete flow of an application for facility access card is shown in Figure 1.
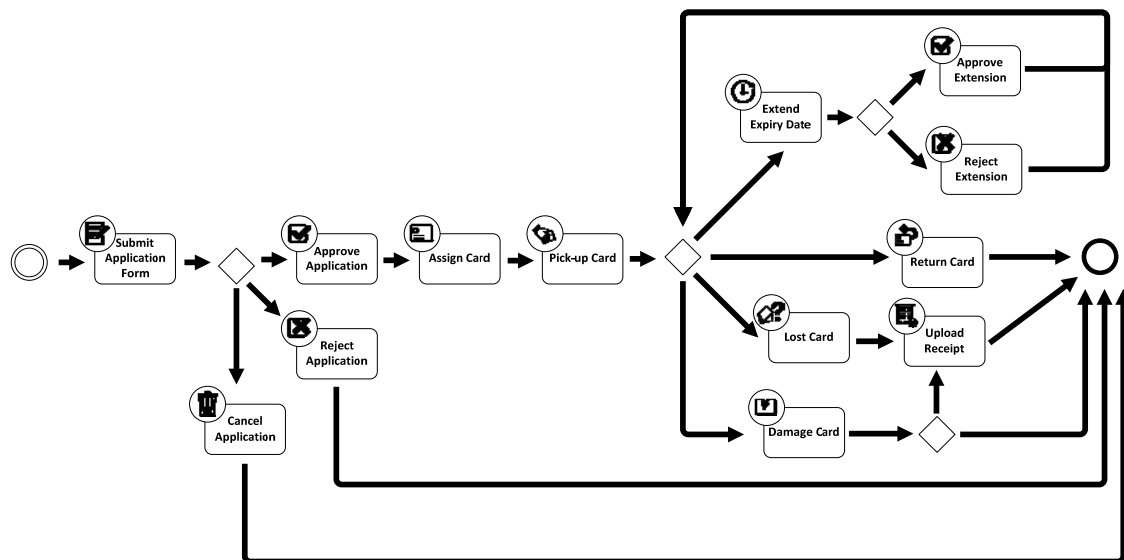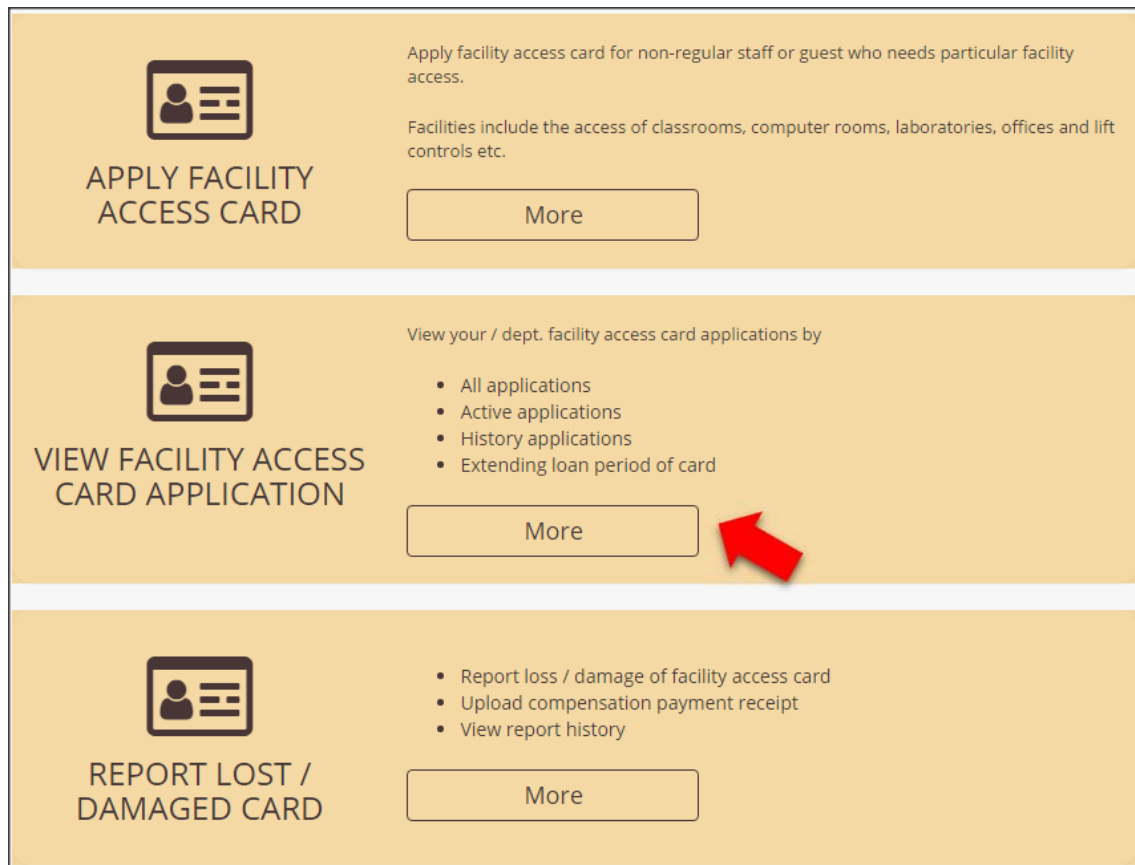

Figure 1 Compete Flow for an Application

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Application View

You are available to view the information of your and your department's applications. In the page, scroll down to the view as shown in Figure 2. Then click the "More" button of panel "VIEW FACILITY ACCESS CARD APPLICATION".

Figure 2 View for viewing applications

Figure 3 View of application list

Functions

A. **Application Type** – View applications according the status by clicking the buttons.

1. *User / Dept.* – View applications submitted by you or by whom from your department.
2. *All Applications* – Show all active and in progress applications.
3. *In Progress* – Show in progress applications.
4. *Active* – Show active applications.
5. *History* – Show history applications.
6. *Extend Applications* – Show applications for available in extension, and submit the request to extend loan period. *Please refer to Extending Card.*

B. **Filter** – Filter the applications with criteria by clicking it.

1. *Application Status* – The status of application.
2. *Card No.* – The no. of card which assigned to application.
3. *Card Holder* – Person who holds the card.

   ➢ When you change the options of "Application Status" or stop the input on "Card No." / "Card Holder", it will automatically submit filter and refresh the application list.

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C. **Application List** – Display information of applications.
   a. *App. Code* – The Application ID.
   b. *Status* – The status of application.
   c. *Requestor* – Person who submitted application.
      ➤ Show more information by moving mouse on the information-icon .
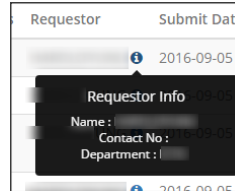
   d. *Submit Date* – The date of submission.
   e. *Assigned Card No.* – The no. of card which assigned to application.
   f. *Exp. Date* – The expiry date of application and assigned card.
   g. *Justification* – Justification of application in submission.
   h. *Card Holder* – Person who holds the card.
   i. *Computer Room Access* – The access information of computer room.
      ➤ If no access right, it will display a cross-icon . Otherwise, it will show more details by moving mouse on the information-icon .
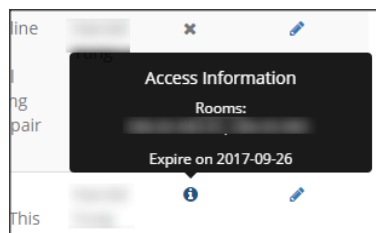
   j. *Remarks* – Remark for your reference only. *Please refer to Update Remark.*
D. **Switch Page** – Switch to pervious or next page by clicking on the left-arrow-icon/right-arrow-icon .

Update Remark

You can update remark by clicking on the pencil-icon at last column of each row. Then the edit dialog will be opened.
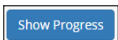

Click submit button to submit the update.

Show Progress

There are more details of progress by clicking on the button in the view of "In Progress".

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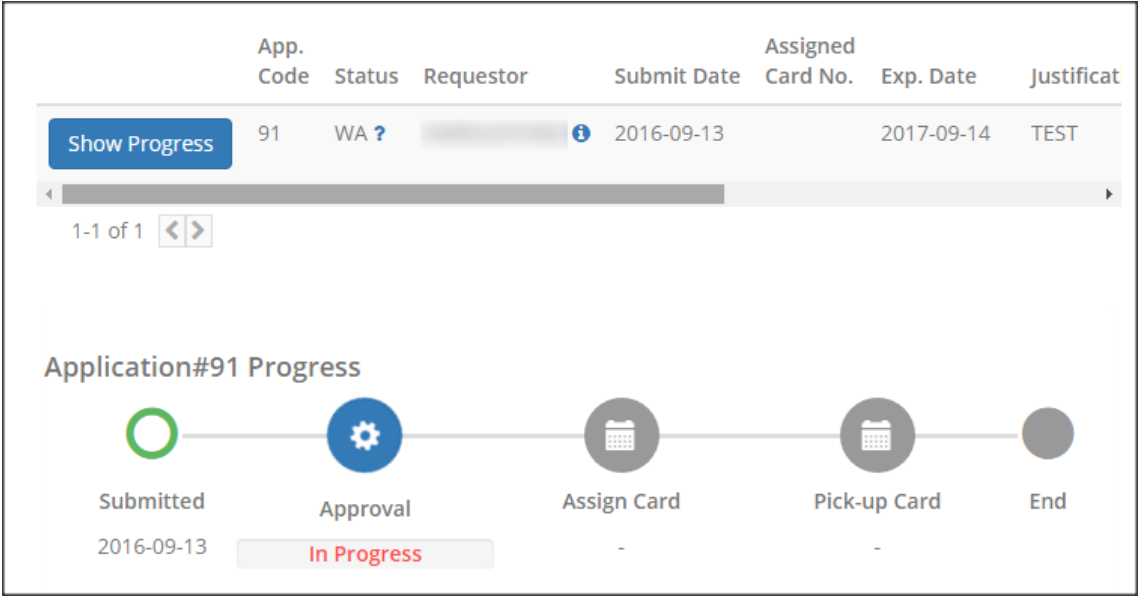
Figure 4 View of showing progress

Extending Card

In the view "Extend Application" (*Please refer to* <u>Application View</u>), you can submit the request for extending the loan period of Facility Access Card.

Step 2.1: Reminded For Extension

When it is **_10 days before_**, **_3 days before_**, **_on_** or **_7 days after_** the expiry date of an application, you will receive a notification by email.
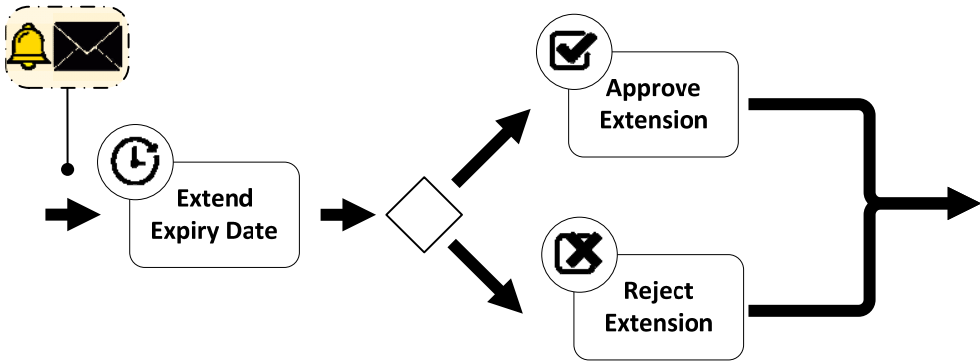
Figure 5   Step 2.1: "Reminded For Extension"

Another way to know how many applications are going to expired is see the number at the button

.
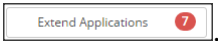
Step 2.2: Request To Extend

You must fill the form and submit the request for extension in the view of "Extend Application".
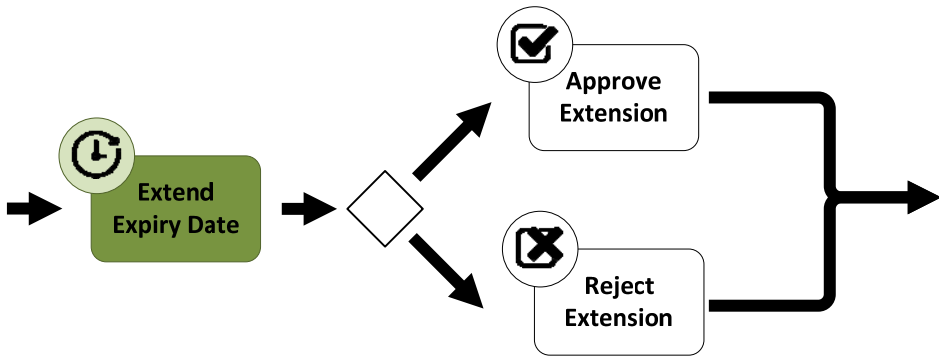
Figure 6 Step 2.2: "Request To Extend"

Figure 7 Form of extending application

Input fields

1. **Select Application** – The checkbox for selecting applications to be extended.

   ➢ Select all application by ticking the checkbox on table header.

2. **Extend Expiry Date To** – The extending expiry date of application and card.

3. **Extend Computer Room Access To** – The extending expiry date of the access for computer room.

   ➢ Cancel the access of computer room by unticking the checkbox.

4. **Reason** – The extending reason.

Then submit the forms by clicking the button .

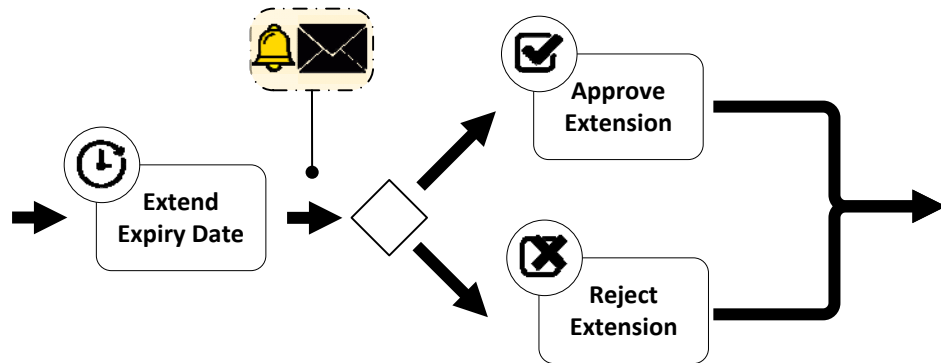After the request was submitted, you will receive a notification by email.

Figure 8 Notification of Step 2.2: "Request To Extend"

Step 2.3a: Extension Was Approved

After the request of extension was approved, you will receive a notification by email.
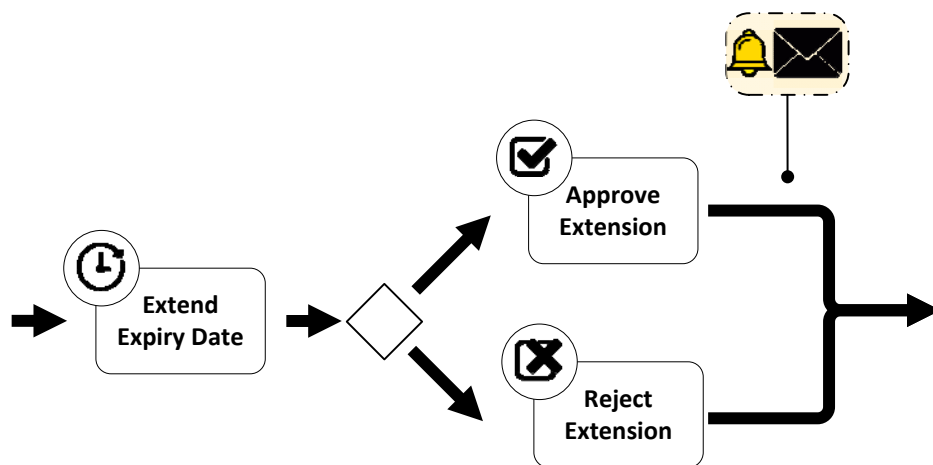

Figure 9 Step 2.3a: "Extension Was Approved"

Step 2.3b: Extension Was Rejected

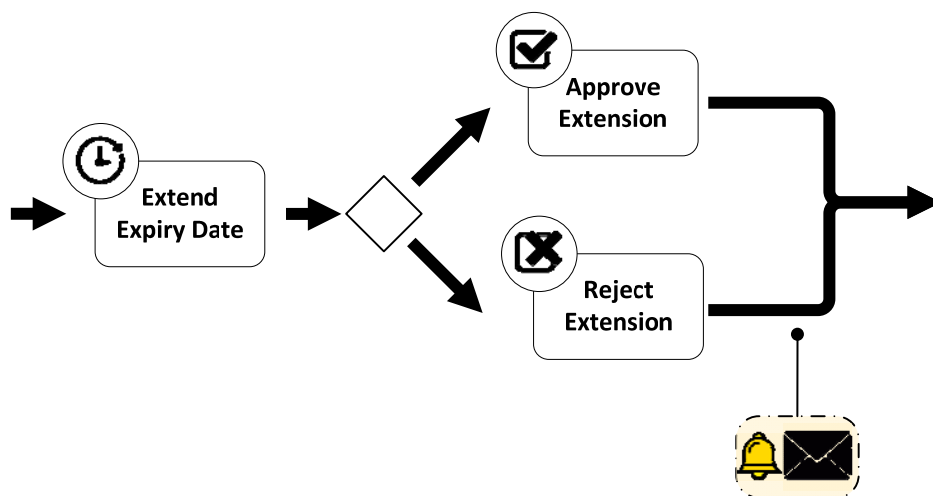After the request of extension was rejected, you will receive a notification with the reject reason by email.

Figure 10 Step 2.3b: "Extension Was Rejected"

Card Return

When the Facility Access Card is expired and/or no further in use, you should return the card to ICTO.

Step 3.1: Return Card
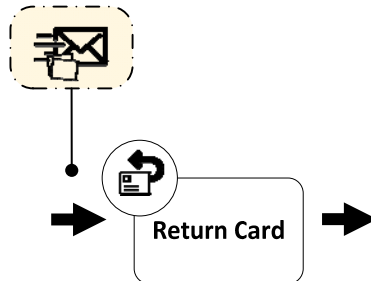
Please pass the cards to ICTO Help Desk.

Figure 11 Step 3.1: "Return Card"

Step 3.2: Return Was Confirmed

After ICTO received the cards and confirmed the cards are intact and functional, you will receive a notification by email.
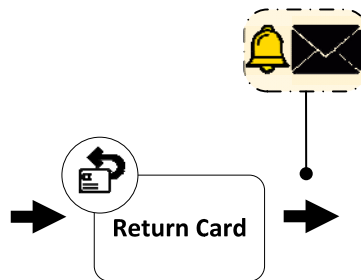

Figure 12 Step 3.2: "Return Was Confirmed"

If the card is malfunction, ICTO will contact you and mark it as damaged. You may need to pay the compensation for the damaged card.

Changing Referee

If you want to change the referee of applications, you should send mail to ICTO Help Desk (icto.helpdesk@umac.mo). After changed, you will receive a notification by email.

Remark: Referee means the requestor who applied the applications. The referee must take the responsible for keeping the card.